



Solicitation Information
30 May 03

Bid # Continuous Recruitment: CR - 2

TITLE: Constable Services (MPA # 259)

OPENING DATE AND TIME: Continuous Recruitment

PRE-BID/ PROPOSAL CONFERENCE: NO

SURETY REQUIRED: No

BOND REQUIRED: Yes (Constable Bond)

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

CONSTABLE SERVICES

The Dept. of Administration, Division of Taxation - Child Support Enforcement Program, is seeking to expand a list of licensed constables interested in performing personal service of process for various child support matters, or other matter where constable services are needed, in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.state.ri.us. This solicitation will be used to expand a Master Price Agreement # 259, which expires on 2/14/09. All constables who desire to be included on this list must meet all of the bid criteria listed below at the time the list is established. The Child Support agency reserves the right to give preference to those constables who have worked for the agency in the past in their selections from this listing.

ACCEPTANCE CRITERIA:

All constables seeking to be placed on the agency's list of eligibles for the performance of personal service of process must meet all of the following criteria:

1. Constable must hold a current Constable's License issued by the Chief Judge of the Rhode Island District Court to serve Civil Process and be fully authorized for service of process by the Chief Judges of the District and Family Courts of Rhode Island. **This license must be maintained during the term of service**
2. Constable must possess evidence of an active Performance Bond (Constable Bond) payable to the RI District Court with sufficient sureties in the sum of \$5,000.00 (five thousand dollars) for the faithful performance of duties, or as otherwise required for licensing. **This bond must be maintained during the term of service**
3. Constable must possess a valid License to operate a motor vehicle and operate vehicles in the performance of their constable duty that are properly registered by the appropriate issuing state authority. **This motor vehicle license must be maintained during the term of service**
4. Constable must not be personally delinquent in any child support obligations or delinquent in any personal financial obligations to the State of Rhode Island. **This provision must be maintained during the term of service**
5. Constable must be a licensed NOTARY PUBLIC in the State of Rhode Island and be willing to perform the services of a Notary Public as may be required by the Child Support Enforcement agency, at no further charge to the agency or any plaintiff/defendant associated with an assignment issued by the agency. **This license must be maintained during the term of service**
6. Constable agrees to accept and comply with all of the General Policies and Conditions of Employment, as listed below.

7. Constable agrees to be willing to perform personal service of process (including the alternate legal service known as Tacking) on persons living, working or located in any and all geographical areas of the State of Rhode Island, if called upon to do so by the Child Support Enforcement agency.

8. Constable must be capable of performing a minimum number of services as prescribed by the agency. Constable must state in their bid the maximum number of personal services that they are capable of performing monthly.

9. **Constable agrees to accept a fixed \$30.00 payment** for each successful service of a package of forms upon a defendant, plaintiff or other third party for any and all legal forms required to be served personally upon these individuals at the time of assignment, as required by the specifics of the child support case's legal process service requirements. Said successful services are further defined as completed forms of legal process or other documents prepared by the Child Support Enforcement agency that are returned to the agency timely and in a manner that renders them completed and legally acceptable and ready for referral to RI Family Court. The \$30.00 fee for services will be in existence for the term of this contract. Constable agrees to invoice the Child Support Enforcement agency monthly for successful services only.

10. Constable must be reachable at all times by telephone or by beeper or answering machine 24 hours per day, Monday - Saturday and be available for performing the duties of a constable for the Child Support Enforcement Program from 7:00 a.m. - 9:00 p.m., Monday - Saturday.

11. Constable must be willing to testify in RI Family Court hearings when called upon regarding their personal service of legal process on individuals and entities in the case without further financial charge to the agency.

12. Constable agrees to give the agency a 30 day written notice of his/her intent to terminate the offer of their services under this contract and further agrees to perform such services during this 30 day period should the agency require them.

13. Constable agrees to comply with all federal and state confidentiality laws regarding the use of and security of child support information and agrees to sign a statement that they understand these laws and will abide by these laws upon their employment by the Child Support Enforcement agency.

This is a continual enrollment process. At the end of each month, the Division of Purchases will forward all applications received to the “Constable Services Qualifications Review Committee” for evaluation

Responses (**an original plus one copy**) should be mailed or hand-delivered in a sealed envelope marked “CR – 2 : Constable Services ”. No faxed proposals will be accepted. Once again, *send a total of two responses to*

By Courier:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

By Mail:

**R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528**

RESPONSE CONTENTS

Responses must include the following:

1. A completed and signed R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
2. Evidence of a current Constable’s License (acceptance criteria # 1)
Evidence of an active performance bond / constable bond (acceptance criteria # 2)
Evidence of a Notary Public License (acceptance criteria # 5)
3. A completed and signed Taxpayer Identification Number Form (W-9), which is available from the Purchases website at www.purchasing.state.ri.us For assistance, call the Help Line at 401 222-2142, ext 134.